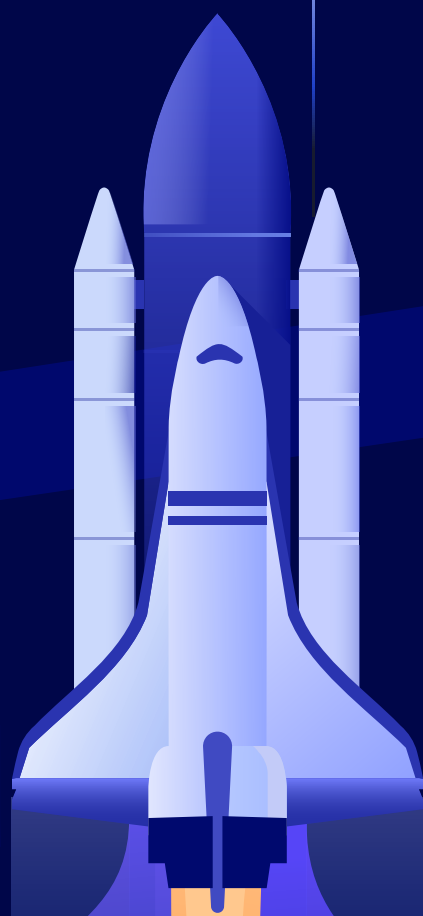




Next Stop.

Future of Banking.

Your Guide to supercharging
your Current Account



PARTNERSHIP

Account opening forms

Checkbox

- Customer information form (For Non-Individual entities).

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- Customer information form (For Resident Individual).

☐

- Corporate net banking & cheque printing application form.

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- FATCA-CRS Declaration for Entities.

☐

- Customer undertaking.

☐

- Set up form [Attach to INR600 Stamp paper provided].

☐

Additional Documents required

Checkbox

- ISA (KYC) documents for
 - a. All authorized signatories
 - b. All partners

☐

- Declaration – Partnership form [format attached, to be prepared on firm letterhead].

☐

- Partnership PAN card.

☐

- Valid address proof in the name of entity.

☐

- Mode of Operation letter signed by all the Partners [format attached, to be prepared on firm letterhead].

☐

- Beneficiary owner declaration [format attached, to be prepared on firm letterhead]
Partners who own at least 15% of the shares.

☐

- Certified true copy of latest partnership deed along with one entity proof. [If the copy is not notarised, signature of two witnesses is mandatory]
 - a. Franking and stamping has to be done.
 - b. Purchase date on stamp should be within 6 months of the partnership deed being made.

☐

Additional Documents required

Checkbox

- Internet Banking letter [format attached, to be prepared on firm letterhead].

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- ICV [Account opening cheque of minimum amount 20,000 in the name of the entity].

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Note

- All KYC documents must include the round seal (company), rectangular seal (director/ authorised signatory) along with signatures on all pages.
- If banking clause is not mentioned in the partnership deed, then all the partners to sign the resolution / declaration certifying the banking clause and mode of operation on entity letterhead.
- All the declaration should be on entity letterhead and dated.
- Complete chain of partnership deed is required, in case there is a deceased partner in the chain the Death Certificate of the deceased partner is mandatory; in case of retiring partner he/she must sign on the last deed.
- Last page of deed should include all the existing partners' signature.
- For partnership deed: name and count of the partners should match with the partnership declaration.
- The cheque amount can range from INR 20,000 to INR 10,00,000 would have to be shared at the time of document pick up.

Acceptable KYC document

- Certificate of registration under any Statue /Act or Professional bodies.
- Business License issued by State/ Central Govt. authority.
- Municipal Registration Certificate.
- PAN card in the name of the firm.
- Import / Export certificate in the name of the firm.
- Self-signed cheque issued from Firm's Bank Account with Scheduled Commercial bank & in case of Rural Branches statement from Scheduled state Co-operative Banks, along with one month bank statement (which is printed and sent out by Banks or which is on the letter head of the Bank/Bank stationery) (not older than 3 months).
- Latest available acknowledged copy of Income Tax / Assessment order - along with print out from PAN website confirming the PAN number & name of entity – Print out to be duly signed by Relationship Manager / Branch Manager.

Remarks

- If certificate is downloaded from the website; the same to be self-signed by customer and signed off by Relationship Manager / Branch Manager as "Downloaded/Checked at Branch".
- For Partnership cases sourced in Andhra Pradesh State only, the acknowledgement issued by the Registrar of Partnership firms for any partnership that registers with them is to be accepted as proof of Registration of the firm and that no separate Reg. Certificate is required for such cases.
- Where banking clause is not mentioned in the Partnership deed then all the partners to sign the resolution /declaration certifying the banking clause and mode of operation for the account.

Acceptable KYC document

Remarks

- Certificate issued by respective government authority for units in SEZ (Special Economic Zone), STP (Software Technology park), EOU (Export Oriented Unit), EHTP (Electronic Hardware Technology Park) and EPZ (Export Processing Zone) in the name of the entity mentioning the address allotted.
- Registration certificate of recognized Provident Fund with PF Commissioner.
- Certificate of registration / Certificate of Practice issued by professional bodies such as ICAI (Institute of Chartered Accountants of India) / ICSI (Institute of Company Secretaries of India) / ICWAI (Institute of Cost and Work Accounts of India) in the name of the firm.
- Any documents as specified above containing address will be acceptable as Address proof also.

Proof of Company Address (any one of the following)

1. Telephone bill (landline/mobile)/ Electricity bill of public and approved private operators/ Water Bill issued by Municipality - (not more than 3 months old).
2. Property tax paid receipt / bill raised in the name of the firm.
3. One-month account statement from existing bank account maintained with a Scheduled Commercial bank & in case of Rural Branches statement from Scheduled State Co-operative Banks in the name of the firm and having at least one customer-initiated transaction (not more than 3 months old).
4. Registered and stamped Lease / Leave / rent agreement in the name of the firm.
5. Property ownership deed i.e. Title deeds of the property in the name of the firm duly stamped and registered.